

# ◆ PERSRU Newsletter ◆

Issue 03/97

June 1997 to August, 1997

## Telephone Quick Reference

<b>(913) 357-XXXX</b>	
(ADM) Administration	<b>3600</b>
(ADV) Advancement	<b>3400</b>
(CAT) Travel Assistance	<b>295-2250</b>
(CST) Non-Travel Assistance	<b>3540</b>
(DC) Debit Collection	<b>3611</b>
(IRM) Computer Room	<b>3575</b>
(LGL) Legal	<b>3595</b>
(MAS) Military Accounts (Pay)	<b>3500</b>
(MIS) Management Info. Sys.	<b>3635</b>
(PJ2) PMIS/JUMPS II	<b>3675</b>
(PRC) Procedures	<b>3695</b>
(QA/FR) Quality/Finance	<b>3625</b>
(RAS) Retiree/Annuitant	<b>3415</b>
(SDM) Sys Development	<b>3640</b>
(SES) Separations	<b>3550</b>
(SUP) Supply	<b>3620</b>
(TVL) Travel	<b>295-2250</b>

## RETROACTIVE ADJUSTMENTS TO THE DATE OF ADVANCEMENT

**S**cenario: SN Smith delivered his advancement certificate to you, but it was signed three months ago. Upon opening your PMIS Forms Guide/(page VI-48), it states this is considered a retroactive advancement. Looking out for your shipmate, you submit the advancement (P555) back dated as far as possible, which is 30 days in this case. You also sent a message to CGPC for permission to advance the member the date the certificate was signed. A few weeks go by, you receive authority to advance the member the date of the advancement certificate. Now another dilemma awaits you... how do you change the date of advancement .

Here are the steps to take:



- If the current advancement (P555) is IN RANGE, do not submit a deletion because the member will end up in an overpaid status. Simply send an E-mail to MAS/HRSIC citing the authority, and we will take action to change the date of rank.
- If the current advancement document (P555) is OUT OF RANGE; delete it, and send MAS/HRSIC an E-mail to get the resubmission input within the same cycle (since SDA II will not allow you to enter both documents at once).

YNC M. Planitz, (MAS)

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## Prospective Retirees Completion of CG-4700

Please advise members who are retiring; they must complete all sections of the CG HRSIC-4700 - Retired Pay Account Worksheet and Survivor Benefit Plan Election Form, in order for their retired pay account to be opened on time. The form can be found in Appendix (A) of the Personnel and Pay Procedures Manual HRSICINST M1000.2.A. Information provided on the CG HRSIC-4700 is used to open the retiree's EFT pay account, used in figuring the member's State and Federal Tax withholding, establishes survivor benefit program (SBP) election. If retiring members have questions on SBP or retired pay, they should first talk with their unit or PERSRU yeoman. If questions remain, the member or the yeoman may call HRSIC (RAS) (913)357-3415 for more information.

CWO3 B Abendschan (RAS)

## Reserve Extensions and the R990 & R991

The R990 and R991 affect Basic Pay, BAQ, and BAS Entitlements only. When extending reserve active duty periods, submit a stop when the original active duty expires and a new start and stop for the extended period for all other entitlements. If the extension involves FSA for a period less than 30 days, please send an e-mail to MAS/HRSIC to resume payments.

YNC M. Planitz (MAS)

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COMMANDING OFFICER: Captain R. J. Williamson

## Retired Pay Projections

Members who are planning their retirement and would like an estimate of what their retired pay would be, may get retired pay projections, information on survivor benefit program (SBP) including cost/annuity estimates, separation pay information on the Internet.

The new Air Force internet web site, [www.afpc.af.mil/dppry](http://www.afpc.af.mil/dppry), has all of this information readily available. Pay projections use the current active duty pay scale, which is the same scale HRSIC (RAS) uses to calculate your pay projections.

CWO3 B Abendschan (RAS)



## CONUS COLA

In most cases a member's CONUS COLA (CCOLA) should be started at the zip of the member's permanent unit zip code. However, there are cases where the member can have CCOLA running at the location of the primary dependent. When starting CCOLA you can use the Regular Unit File Inquiry in AMDAHL (L4) to verify the unit's zip code and address. A new line has been added that cites which zip code to use for CCOLA and VHA. If the zip code is incorrect, send an e-mail to UNITFILE/HRSIC04, requesting appropriate changes be made.

A P607 should be done for every member, even at a unit where there is no monetary amount for CCOLA. CCOLA is paid at either the with or without rate, depending on a member's entitlement. A P607 should be input even if the member is assigned quarters. CONUS COLA is paid when a member is transferred overseas but their family does not accompany the member. CONUS COLA will generally be paid at the with dependent rate while overseas COLA will be paid at the without or partial rate.

YN1 R. T. Downs (MAS)  
YN2 Debbie Tidwell (MAS)

## Travel Tips

Incorrect Travel Order Numbers and Accounting Strings cause the majority of problems during claim liquidation. The claim cannot be processed if these numbers are in error. The following information may be helpful to identify a possible error prior to submitting the claim for processing.

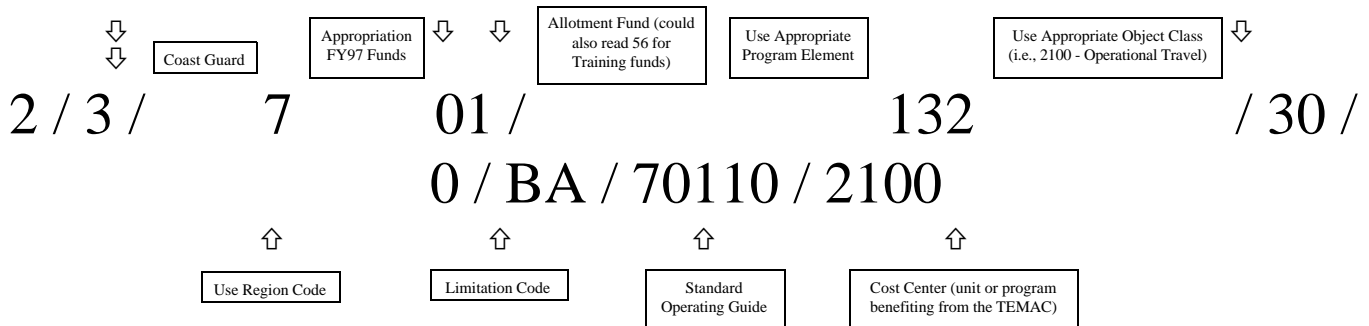
Travel Order Numbers: TONOs must begin with either 11, 12 or 13.

- ♦ 11 = TAD - May be used for ONE trip only unless the claim is a supplemental to the original claim.  
NOTE: Local travel claims will have a new TONO number on each submission.
- ♦ 13 = TAD - Monthly, Quarterly, or Yearly Orders and may be used for numerous trips as specified in the orders.
- ♦ 12 = PCS - This TONO is used for the member and dependent claims

A TONO consists of thirteen digits, Examples:

11978473BA123 or 13978473BA123 or 12978473BA123

Accounting String: The following example explains the various parts of an accounting string:



Reimbursable Agreement Number Info: When a member receives invitational orders from another Governmental Agency, the member should forward the letter to the office that issues the orders. That office will type up a set of orders with a Coast Guard TONO Number and Coast Guard Accounting String with a Allotment Fund of 80 (vice 30 or 56) and fax a copy of the orders and the invitational letter to FINCEN, ATTN: Ms. Susan Belcher at fax number (757) 523-6024. Once Ms. Belcher receives your request and a RAN (Reimbursable Agreement Number) is assigned you will be notified. The RAN number must be typed on the original of the orders. The above should always be accomplished prior to the member traveling TAD. If it is not, HRSIC has to hold the claim in Topeka, or send it back to the member, until the above is accomplished.

YN1 T.Smith (TVL)

## Education and Training Information on Personnel Page 9 of AMDAHL

A member's highest educational grade completed or degree obtained is recorded on page 9 of AMDAHL. PMIS/JUMPS only maintains the last two digits of the year in which the training was completed but not the month and day. The SDAIL download routine recognizes the month and day as blanks and inserts 12/31 into these fields. So, if a member comes to you with their PDIF saying that they received their Associate Degree on June 30 1996 not December 31 1996 as recorded on the PDIF please inform them that the system only recognizes the year that degree was received. To help eliminate this confusion SDAIL is looking to change the display on the PDIF to only show the year vice displaying a default month/day/year combination.

YN1 R. T. Downs (MAS)

## Bulk Action Change Requests

PERSRUs may request HRSIC to complete bulk transactions via special programming when the actions requested meet the following criteria:

- ♦ the action is for more than 50 members
- ♦ all members are at the same OPFAC

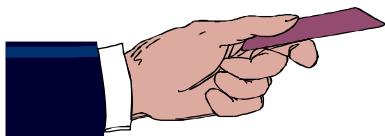
Note: When the request effects more than 50 members at the same OPFAC, but does not apply to everyone attached to the unit, you must list the names and SSNs for those that it does NOT apply to, or in other words, list exceptions for members who are TAD, PCS, etc. Examples of when bulk action changes might be requested are:

- ♦ When a unit with more than 50 members is closing or opening it's galley.
- ♦ When a unit with more than 50 members receives a unit award.
- ♦ When a sea pay eligible unit with more than 50 members is stopping sea pay for the entire unit.

Send requests via e-mail to MAS-T5/HRSIC (additional supporting documents may be required). If you have any questions, please call Customer Service (913) 357-3540 in advance of sending your request for assistance.

YN2 R. Hunter (MAS)

## Reserve Commissary Privilege Cards



There has been an increasing number of requests for Commissary Privilege Cards (CPC's) for Reserve members who do not qualify for them. To resolve this issue, PERSRU's should confirm the following eligibility criteria prior to requesting a CPC for any member. This data may be found in COMDTINST 1001.31C.

To be eligible for a CPC, a Reservist must meet one of the following criterion:

- ♦ Perform a year of satisfactory service in the year prior to issuance of a CPC. A "satisfactory" year is defined as one in which a member earned 50 or more points and had a minimum of 12 days active duty.
- ♦ Have been in a RET-2 (Retired Awaiting Pay) status.
- ♦ Be in receipt of a 20- Year letter.

Members just coming off active duty with no prior Reserve time who have attained 50+ points in the current year but not in the prior year, do not meet the eligibility requirements. All activity that a Reservist performs in the current year earns that Reservist a CPC the following year.

Mr. B. Dyche (MAS)

## PCS BAQ/VHA

Members E4 and below with less than 4 years of service are not authorized PCS/VHA. The departing endorsement will stop BAQ and VHA on the day prior to a member's departing PCS (Figure 3-6, Rule 13, Pay Manual).

Members receiving BAQ and or VHA without will continue to receive it enroute provided they are entitled (E-4 over 4 years service). SDAII input is not required to start BAQ & VHA in this circumstance.

PCS-VHA will automatically stop with the reporting endorsement. The PCS Reporting Transaction requires a P606 to start BAQ & VHA or quarters assignment. Use an Effective Time 5 minutes later than the reporting endorsement.

PCS BAQ/VHA are not paid automatically by SDA II in every situation. The following questions need to be answered before appropriate action can be taken:

- ♦ Was the member assigned to quarters upon departing PCS?
- ♦ Was the Member entitled to PCS BAQ/VHA (E4 over 4 years service)?
- ♦ Was VHA payable at the old PDS?

The automatic stops/starts of PCS entitlements are listed in the PMIS Forms Guide beginning on page III-12. Here is a summary of actions required for PCS BAQ & VHA.

*Continued on Page: 7 ➡*

## Computation of Cumulative Sea Time

Customer Service has been receiving numerous calls from PERSRUs stating that some of their member's cumulative Sea Time is incorrect. Research, usually shows that the Sea Time was correct.

For computation of a member's Sea Time for Sea Pay Premium, Servicewide Eligibility, or in general, three items must be reviewed in AMDAHL.

- First, Personnel Page 7 shows all the member's prior units. To identify a ship, look at the first digit after the OPFAC (first two digits). If it is a "1", it is a ship. The identity as a ship does not necessarily mean it is eligible for Sea Pay/Time. Reference 4-B of the Pay Manual for the complete rules regarding what type of unit is eligible for sea pay.
- Review all Segment 07s.
- Check Segment 69 to determine whether sea time has been added or taken away from the member.

Example: The following explains the importance of a comprehensive look when computing Sea Pay Premium.

When determining a member's start date for career sea pay premium, a PERSRU went to Personnel Page 7 to determine if any of his prior units were eligible for career sea pay since he had not been on board his current unit for three years. His last unit was a career sea pay eligible unit, so they determined the amount of time he had at his last unit.

Date Departed:	95 09 23
Date Reported:	93 12 30
	+ 01 (day inclusive)
Time on board:	01 08 24

The PERSRU subtracted the time he had at his last unit from three years to determine the start date of Career Sea Pay Premium.

Time required for premium:	03 00 00
Time on board prior unit:	-01 08 24
Time remaining for premium:	01 03 06

They then added this time to the date he reported to his current unit to arrive at a premium start date of 97 JAN 04. AMDAHL showed this member to have his three year longevity on 97 MAR 16.

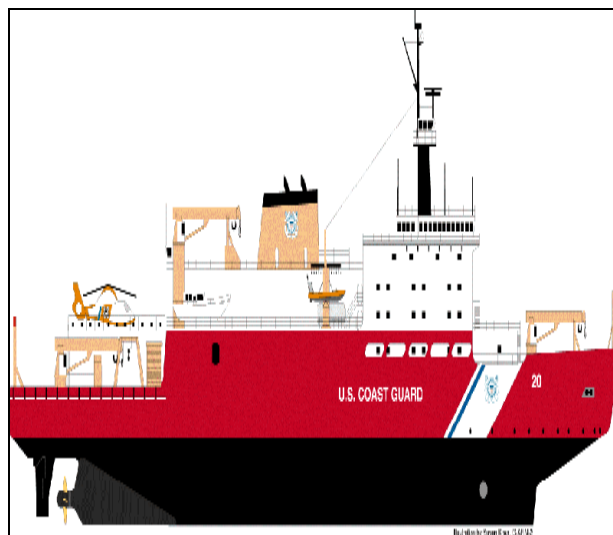
The reason for the different dates was found in Segment 69, it showed the member had been TAD. This TAD period subtracted two months and twelve days from the members cumulative sea time.

How would you know that a transaction had processed and built a segment 69 to adjust this member's sea time? In the segment 07's you can see when a H750 stopped the segment but reopened the segment the next day. This is normal and is what should happen. This type of transaction will either add or subtract sea time from a member's account.

If you notice this type of transaction in a member's segment 07, there will be a corresponding segment 69 showing the amount of adjusted time.

If there is a question, call the Customer Service line at (913) 357-3540.

YN1 S. McDonald (CST)



## AMDAHL UPDATE

The manner by which PERSRUs access the information contained in the AMDAHL data base will change in the near future.

A new IBM main frame is being installed here at HRSIC that will become the primary server for data base inquiries. The AMDAHL computer in Washington will remain as a backup for times that the IBM may not be available.

The method by which PERSRUs access this data base should be transparent at the PERSRU and have minimum impact in your daily operation.

A future ALPERS message will be issued to address the specifics of this change.



## Required Documents Associated with Temporary Additional Duty

A P620 is used to report Temporary Additional Duty (TAD) or permissive travel which results in changes in BAS or career sea pay entitlements. (If TAD period is over 30 days consecutively, two P620s are required.)

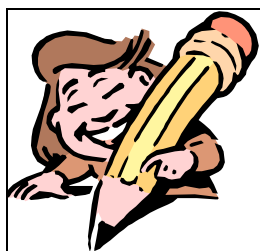
Officers are always entitled to BAS and will only need a single P620 if they go to a career sea pay eligible unit. Officers going TAD from a ship in excess of 30 days use a P625 and a P607 to adjust sea pay/time entitlements.

If an enlisted member on SEPRATS goes TAD to a non-essential messing unit (drawing SEPRATS), DO NOT submit a P620.

If a member is on a career sea pay eligible vessel and goes TAD over 30 days:

- ♦ a P625 to stop sea pay should be input effective 2400 on the 30th day away from the ship.
- ♦ a P607 to restart sea pay should be submitted the day the member returns to the ship (same as the last date on the P620). This date is usually the same date the member returns to permanent unit on the P620. If the PCS unit is a ship and it is underway when the member returns from TAD, this date may be later than the P620 date.
- ♦ a P625 to stop foreign duty pay will also be effective 2400 on the 30th day of TAD if the member is not TAD to a ship. A member receiving Foreign Duty Pay cannot receive Sea Pay.
- ♦ a P625 must stop entitlement the day before the P620 effective date and be reinstated on a P607.
- ♦ if a member is TAD over 30 days and has eligible dependents, a CG-5213/(FSA) will be submitted. The effective date will be the constructive date of member's departure on TAD. The stop occurs the day before the member returns from TAD
- ♦ a P341 is used to record school completion.
- ♦ look for a P620 and a CG-5213 (FSA) if the member was TAD away from eligible dependents over 30 days.

YN2 D. Tidwell (MAS)



## Clarification of Reservists and Leave

Reserve members who perform active duty or ADT with pay, for periods of 30 or more consecutive days, earn leave at a rate of 2.5 days per month. Upon completion of their active duty/ADT, such reservists may sell their leave if they have not sold a total of 60 days on or after 10 February 1976. A reservist who completes an active duty/ADT period of 30 or more days may not carry their leave balance over for payment at a later date. Reservists who serve 30 or more days active duty/ADT and earn leave, may either: use the leave or sell the leave. "Can a reservist who performs active duty greater than 30 days elect to lose leave they earn?" (A Reservist may wish to do this so that they may earn leave in the future and then sell it at a higher rate.)

Reservists are not allowed to decline reimbursement for unused leave. Congressional intent for this military leave policy was not to encourage the accrual of unused leave for additional pay. The policy for military services has been to encourage the use of leave where operations permit, requiring all unused leave at the end of an active duty or ADT period be reimbursed. Members may only lose leave if they have reached the statutory limit on leave sell back.

Restated, member must either:

- ♦ Receive reimbursement for unused leave or
- ♦ lose leave if reimbursement is not allowed.

The following should assist you in understanding Lump Sum Leave entitlements for reservists:

Note:

1. If member has not sold 60 days leave to date.
2. If original orders are extended, leave may not be sold until the end of the total active duty period. If new orders are issued, leave may be sold upon completion of the first ADT orders.

*Continued on page 8 ➡*

IF:	AND:	THEN LEAVE:
ADT period is in excess of 29 but less than 140 days.	There is a 24 hour break between active duty orders.	May be sold (See Note 1)
ADT period is in excess of 29 but less than 140 days.	There are no breaks between active duty periods	May be sold, used or carried forward. (See Notes)

## PCS BAQ/VHA (Cont'd)

*Continued from Page 4.*

The PERSRUS must submit a P606 to Begin BAQ w/o (and VHA w/o if payable at old PDS) on the date member departs PCS if the member is an E4 over 4 years service. Use an effective time on the P606 that is five minutes after the departing endorsement. Members receiving BAQ /advances grandfathered and terminating quarters must have w/o started (P607) if payable at old PDS and stopped (P625) prior to commencement of constructive travel time.

For example:

Reported PCS: 97 05 23 with 7 days TT.

97 05 22 (Day prior to reporting)

- \_\_\_\_ 07 (Days TT)

97 05 15 @ 2400 (effective date/time to stop VHA w/o).

YNC M. Planitz (MAS)

## IDT Drill Maximum

In accordance with 2-B-2, Reserve Policy Manual, reservists are limited to 48 paid drills per fiscal year. We have a few reservists beginning to reach this maximum.

If you input an R985 to pay a reservist for more than 48 drills, the R985 will reject as an error on the exception report. We used to have programming to convert paid drills > 48 to non-pay drills, but we found that this was causing communication problems and claims for non-receipt of pay - - hence, we eliminated this conversion and now kick out the R985 as a pay error.

There are two ways for you to monitor reservist paid drills:

- ♦ run a report from SDAll showing how many drills a reservist has performed. This report may be run from an SDAll menu. Path to :
  - ♦ G. Reserve Unique Menu ?
  - ♦ F. IDT Actions and Reports Menu ?
  - ♦ I. IDT Drill Status Report
- ♦ or by checking the "Current FYTD Paid Drills" field on page 3 of segment 00 on AHMDAL.

Mr. D. Hosman (MAS)

## Selective Reserve Dental Program

There will be a new dental insurance program for selected reserve members (no coverage for family members) with coverage effective 1 October 97. The program is called the Tricare Selected Reserve Dental Program (TSRDP) and will be administered by the Tricare Support Office with dental care provided through a contracted civilian insurance company.

Enrollment/disenrollment will be between the SELRES member and the contractor. There will not be any transactions to be completed by the PERSRU. The contractor, via DMDC, will provide a tape of enrollment starts and stops each month to HRSIC.

The contractor will mail information packets to each eligible SELRES member explaining the program, its benefits, and costs. These packets should be mailed after the awarding of the contract. The contractor will notify eligible SELRES members based on the member's address in DEERS. Following this notification, interested SELRES members may elect to enroll by making written election and paying four months advance premiums to the contractor. Enrollment is for a minimum of twelve months. Otherwise SELRES members are subject to a twelve month lockout period. The only exception to the minimum enrollment is for SELRES members going on active duty over 30 days.



Payment, except for the advance four months of premiums, will be through payroll deduction when the SELRES member is receiving pay. When the SELRES member does not receive pay during the month, the contractor will bill the SELRES member directly. TSRDP is a prepaid dental plan so the first possible deduction will be in September for coverage in October. The SELRES member's portion is expected to be about ten dollars per month. The government will pay about fifteen dollars or 60 percent of the total premium. Dental coverage under the TSRDP will provide basic dental care, to include diagnostic services, preventive services, basic restorative services, and emergency oral examinations.

Ms. M. Thorton (SDM)

## Separation of Duties

Millions of dollars are disbursed through the PMIS/JUMPS system. It is therefore essential that proper internal controls be followed in the administration and management of PMIS/JUMPS.

ALDIST 181/96 and ALPERSRU T/96 which were issued in August 1996, establish certain internal controls for PMIS/JUMPS. Under these references:

- ♦ The only personnel authorized to certify PMIS/JUMPS transactions, and act as reviewing and approving officials in SDAII, are those who have been designated by HRSIC as Payment Approving Officials.
- ♦ Only personnel in Pay grade E-6 and above, or GS-7 and above, can routinely be designated as Payment Approving Officials.
- ♦ Payment Approving Officials may be held pecuniary liable for erroneous payments they make. In other words, the PAO may be required to use personal funds to offset erroneous payments. Pecuniary liability will apply to a PAO if two of the following conditions exist:
  - ♦ The erroneous payment is not recovered from the recipient.
  - ♦ The PAO is not granted relief of liability for the erroneous payment by Commandant (G-CFP).
  - ♦ It can be proven that the PAO was negligent in the performance of his/her duties.

Payment Approving Officials must be cognizant that they have the following responsibilities:

- ♦ Complying with applicable pay and personnel regulations, policies and procedures.
- ♦ Ensuring that pay and personnel data is input accurately and timely.
- ♦ Ensuring that adequate internal controls are in place in conduction PMIS/JUMPS business.

COMDTINST M5700.8 and COMDTINST M4400.19 detail internal controls that should be present in a payroll system. One of the most important internal controls is "separation of duties". Under the concept of "separations of duties", duties must be performed in a fashion such that no one individual controls all phases of an activity or transaction. "Separation of duties" is designed to eliminate opportunities to conceal errors or irregularities. Under the "separation of duties concept:

- ♦ A payment Approving Official should never approve a transaction on himself/herself.
- ♦ Except in very rare circumstances, a Payment Approving Official should not prepare/record a transaction and also approve/review that same transaction.

Mr. D. Hosman (MAS)

## REIMBURSABLE AGREEMENT NUMBER INFORMATION

When a member receives invitational orders from another Governmental Agency, a member should forward the letter to the admin/persru office that creates the TAD/TDY orders:

- ♦ Orders are issued from this office with a Coast Guard Tono Number and Coast Guard Accounting String with an Allotment Fund of 80.
- ♦ Fax a copy of the orders and the invitational letter to FINCEN, ATTN: MS. Susan Belcher @ 757 523 6024.

Once Ms. Belcher receives a request, a reimbursable agreement number (RAN) is assigned. Unit is notified of the assigned Ran Number. The RAN number must be typed on the original set of orders. This must be accomplished prior to the member traveling TAD.

In the near future, when settlement of this RAN travel claim occurs, this RAN number must be available/entered for liquidation. Otherwise the claim is rejected as unprocessable.

## Clarification of Reservists and Leave (Cont'd)

*Continued from page 6.*

- 3 A period of active duty as a reserve member meets the 30 day requirement if it covers 30 or more consecutive days, even though it may be directed by multiple orders of less than 30 days.
- 4 Until completion of the final ADT orders at which time it must be sold or used.

Two PMIS transactions are required in connection with reserve leave.

- ♦ A R991 must be prepared prior to the end of the period of duty for the member's account to be properly closed out.
- ♦ A R975 must be submitted within 30 days after the expiration of the period of duty, the Effective Date must be equal to the last day of active duty performed. The R975 must be submitted whether the member is selling leave or not. R975s not submitted within 30 days will not process for payments within PMIS/JUMPS. Also a R975 will not process if a R991 has not been submitted.

YNC L. West (MAS)



